

**U.S. Office of Personnel Management  
Washington Service Center**

**VACANCY ANNOUNCEMENT**

Amended as of February 1999

**Vacancy announcement number:** WA-2-1530

**Opening Date:** 2/15/1999

**Closing Date:** Indefinite

**Position:** Statistician, GS-1530-5/7/9/11/12

**This position may be filled as temporary, term, or permanent.**

**Number of Positions:** Many

**Job Location:** Department of Commerce  
Bureau of the Census  
Headquarters: Suitland, MD  
Regional Offices: Atlanta, GA; Boston, MA; Chicago, IL; Charlotte, NC; Dallas, TX; Denver, CO;  
Detroit, MI; Kansas City, KS; New York, NY; Philadelphia, PA; Los Angeles, CA;  
Seattle, WA  
Processing Office: Jeffersonville, IN

**Salary:** GS-5: \$22,208 - \$28,868  
GS-7: \$27,508 - \$35,760  
GS-9: \$33,650 - \$43,747  
GS-11: \$40,714 - \$52,927  
GS-12: \$48,796 - \$63,436

Salary ranges may be higher because of pay differentials for some geographic locations.

**Promotion Potential:** GS-12

**Announcement is open to the public.**

**Major Job Duties:**

Bureau of the Census statisticians design and analyze data from a broad range of economic, demographic, and sociological surveys and studies, including the Decennial Census of Population. Statisticians participate in and manage the full range of data collection, analysis, and data dissemination activities and functions of the Bureau. They develop survey and study specifications and procedures, assist in data collection operations, develop and design survey questionnaires, analyze and evaluate data, develop official U.S. Government statistics, and disseminate study results through written publications and oral presentations. The survey and study results developed by Bureau of the Census statisticians provide the factual basis for Federal and State Government decisions on economic, demographic, and sociological issues.

**Follow these steps to apply:**

1. First determine whether you meet the qualification requirements.
2. Prepare your application materials.
  - A. Questionnaire (electronic at <http://www.usajobs.opm.gov/cen1530.htm> or hard copy)
  - B. Resume
  - C. Transcript
  - D. Other material
3. Submit your application materials (FAX to 1-800-601-8952).

**FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOUR NOT RECEIVING CONSIDERATION FOR THIS POSITION.**

**QUALIFICATION REQUIREMENTS:**

1. You must be a United States citizen to apply.
  2. To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.
  3. You must meet the basic requirements for a statistician. For a specific grade level, you must meet those requirements.
  4. If you qualify based on a combination of education and experience use the following guidelines: to combine your education and experience, you must convert each to a percentage and then add the percentages. The combined total of your percentages of education and experience must equal at least 100% to qualify. Experience: to determine your percentage of qualifying experience, you must divide your total number of months of qualifying experience by 12 - - the required number of months experience. Education: if your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction 2/3. To compute your percentage of education, take the number of graduate-level semester hours you completed beyond the minimum amount listed for the grade level and divide it by the number of semester hours required by your school for one academic year of full-time graduate study or by 18 if you cannot determine the number of semester hours required by your school.
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**Basic Requirements for a Statistician and GS-5 Qualifications:**

- 1) You have (or within nine months will have) **15** semester hours in statistics or in mathematics and statistics, provided at least **6** semester hours were in statistics (courses may be credited as statistical provided the course content is at least 50% statistical methods or research methods).
- AND,**
- 2) Your course work included (or within nine months will have included) **9** additional semester hours in one or more of the following: the Social Sciences, Physical Sciences or Biological Sciences.
- AND,**
- 3) You have (or within nine months will have) a bachelor's degree, master's degree, doctoral degree, or an equivalent degree (e.g., LL.B., J.D., LL.M., etc.)
- OR**
- You do not have a degree but do have the education specified in 1) and 2), and also have additional education, or experience performing duties such as sampling, collecting, computing and analyzing statistical data; applying known statistical techniques such as measurement of central tendency, dispersion, skewness, sampling error, and simple and multiple correlation; conducting analysis of variance; and conducting tests of significance. Your combination of education and experience must total at least four years.
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**GS-7 Qualifications:**

You have superior academic achievement which is defined as one (or more) of the following:

- membership in a national honor society,
- graduating in the upper 1/3 of the class,
- earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed,
- earning a cumulative undergraduate GPA of at least 2.95,
- earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed,
- earning a cumulative undergraduate GPA of 3.45 in the major.

**OR,**

You have (or within nine months will have) completed one year of graduate education.

**OR,**

You have been in a Statistician, GS-1530-5, position for at least one year.

**OR,**

You have had at least one year of professional work experience where your assignments and the steps to follow were defined by my supervisor or by standard operating procedures, and my work was checked closely for accuracy and adequacy. Generally, any deviation from standard procedures required prior approval of your supervisor. Your assignments included work in one or more of the following areas: 1) writing procedures for clerical, automated, or computer-assisted statistical survey operations; 2) assisting in the design and development of specifications to be used in carrying out statistical surveys or studies, 3) applying or using standard statistical methods and analyses such as measures of central tendency and dispersion found in college textbooks, and 4) assisting in developing a report on a statistical study or survey; **or** you have had at least one year experience collecting data for large scale statistical surveys or studies.

**OR,**

You have a combination graduate education (less than 1 year) and work experience described for a GS-7 (less than 1 year).

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## **GS-9 Qualifications**

You have (or within nine months will have) a master's degree, or completed two years of progressively higher level graduate education leading to a master's degree.

**OR,**

You have been in a Statistician, GS-1530-7, position for at least one year.

**OR,**

You have had at least one year of professional work experience where your assignments were most often defined by your supervisor or by standard operating procedures, but you used some judgement in selecting the operational approaches and statistical methods and, when necessary, made minor changes to adapt the methods to your specific work situations. Your analytical methods and results, written documents, and reports were closely reviewed for technical and analytical accuracy. Your assignments included work in one or more of the following areas: 1) assisting in designing and developing specifications for data collection and data processing requirements, operating procedures, training materials, and operational schedules for statistical studies and surveys, 2) applying advanced statistical analytical tools such as regression analysis and measures of variance to socio/economic and demographic data, and 3) assisting in the development of professional papers or reports on such data; **or** you have had at least one year of experience coordinating field data collection activities for large scale statistical surveys or studies.

**OR,**

You have a combination graduate education (more than 1 academic year but less than 2) and work experience described for a GS-9 (less than 1 year).

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## **GS-11 Qualifications**

You have (or within nine months will have) a Ph.D., or three years of progressively higher level graduate education leading to a Ph.D.

**OR,**

You have been in a Statistician, GS-1530-9, position for at least one year.

**OR,**

You have had at least one year of professional work experience where your analytical approaches and results were very generally reviewed for technical and professional adequacy. Your assignments required that you select and adapt standard statistical techniques from text books, handbooks, or other professional literature for a variety of problems when related precedents were available. Your assignments included work in one or more of the following areas: 1) designing and developing specifications for data collection and data processing requirements, operating procedures, training materials, and operational schedules for statistical studies and surveys; 2) selecting and applying advanced statistical analysis to socio/economic or demographic data, and developing professional papers or reports on such data; **or** you have had at least one year of experience supervising field data collection activities in large scale statistical surveys or studies.

**OR,**

You have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 (less than 1 year).

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## GS-12 Qualifications

You have been in a Statistician, GS-1530-11, position for at least one year.

**OR,**

You have had at least one year of professional work experience where your work was generally reviewed only for adherence to accepted professional standards. Your assignments regularly required that you develop solutions to difficult statistical or analytical problems that did not have readily available precedents, establish analytical methodology, design sampling and estimation procedures for surveys, document work results and findings, and prepare oral and written technical reports. Your assignments included responsibility for one or more of the following: 1) independently leading a team to plan a statistical survey or study, 2) developing survey and data collection specifications, 3) establishing time schedules for various phases of survey operations, 4) coordinating the accomplishment and management of the various phases of the study or survey, and 5) making presentations and planning the analysis of the socioeconomic or demographic data developed by the survey or study.

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**BASIS FOR RATING:** Ratings will be based on your questionnaire responses. See application materials for questionnaire. Errors or omissions may affect your score. Qualified candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans preference.

Individuals who have special priority selection rights under Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must be well-qualified for the position to receive consideration for special priority selection. CTAP or ICTAP eligibles will be considered well-qualified if they are rated with a score of 90 or above.

**ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NONMERIT FACTOR.**

## APPLICATION MATERIAL

### A. Questionnaire

Access the questionnaire either electronically on the USAJOB web site or request the hard copy form.

**Electronic application is strongly encouraged as the simplest and most expeditious method.**

#### Electronic Option on the World Wide Web

1. Connect to the Census Bureau Statistician questionnaire at: <http://www.usajobs.opm.gov/cen1530.htm>
2. Complete the questionnaire.
3. Submit the questionnaire.

#### Hard Copy Option

1. Request OPM Form 1203-AW, Qualification and Availability Form C by telephone:
  - a. Call the USAJOBS by Phone at (202) 606-2700
  - b. After the introductory message, press 1 to reach the main menu and 3 to request forms and 1 to begin recording.
  - c. At the prompt, ask for Form C
  - d. At the next prompt, record your name and address
2. When you receive Form C, complete it using the questions contained at the end of the vacancy announcement.

### B. Resume

You must submit a resume, or OF-612 (Optional Application for Federal Employment), or other written application format of your choice. Be sure you provide all of the information requested below:

- Announcement Number, title and grade(s) for which you are applying.
- Social Security Number.
- Country of Citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.
- Education

- Work experience including dates of employment, duties, employers name, address, and phone number
- Other relevant qualifications

#### **C. Transcripts.**

- You must submit copies of college transcripts or a list of college courses taken that identify for each course the college or university, semester or quarter hours earned, grade and grade-point received.
- Please write on a separate sheet of paper or indicate on your transcripts or list of college courses those courses that meet the basic education requirement for this position. Do not use a highlighter to mark these courses.
- Official college transcripts are not required at this time. However, you will need to provide a copy of your final official transcripts prior to appointment.
- There is no limit on the number of college transcript pages you may submit.
- With the materials you submit, you will need to include specific information on classes you will be completing within the next 9 months if you need these classes in order to qualify for this position. List the title and course number of the class, the department and college or university offering the class, the number of semester or quarter hours credit given for the class, and the date you expect to complete the class.

#### **D. Other application materials, as necessary.**

- If you are a current or former Federal employee, please submit a copy of your latest Notice of Personnel Action, SF-50.
- Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and a copy of their most recent SF-50 noting current position, grade level, and duty location.
- Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as Thirty Percent or More Disabled Veteran Appointment, Veterans Readjustment Appointment (VRA), Severely Physically handicapped Schedule A Appointment, Former Peace Corps Appointment, etc.
- If you are applying for Veteran Preference, submit evidence of eligibility, such as a Certificate of Release or Discharge from Active Duty, DD-214, and Application for 10-Point Veteran Preference, Standard Form 15, and the proof requested on the form. The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site at ***www.opm.gov***.

#### **SUBMIT APPLICATION MATERIALS:**

1. Your application materials will not be returned. Do not submit original documents that you may need in the future.
2. Mail or fax your resume, transcripts, and other documents as a complete package. If you choose to submit college transcripts, official or unofficial, do not have your university or college submit them under separate cover. Transcripts must be submitted with your resume and other documents as a complete package.
3. If you completed the questionnaire electronically, submit the remaining application material (your resume, transcripts, and other material) by FAX or by U.S. Postal Mail or hand deliver.
  - A. To FAX your remaining application material
    1. Complete the Census Application Cover Page
      - a. The Cover Page appears after you complete the questionnaire electronically.
      - b. The Cover Page is also available at ***http://www.usajobs.opm.gov/pdf/census.pdf***
      - c. In the Vacancy Identification Number blocks, enter ***WA21530***
    2. Using this Cover Page, FAX your remaining application material to ***1-800-601-8952***.
      - a. Your application/FAX should not be excessive, but it should provide enough information to support your responses to the application questionnaire. There is no limit on the number of college transcript pages you may submit; however, you may not submit more than 10 pages for any other documentation.
  - B. To mail, hand deliver, or deliver by courier your remaining application material see addresses in #4 and #5

below.

4. If you completed the questionnaire by hard copy Form C, submit all application material (Form C, your resume, transcripts, and other material) by U.S. Postal Mail to:

U.S. Office of Personnel Management  
Washington Service Center  
ATTN: Vacancy Announcement WA-2-1530  
Post Office Box 14080  
Washington, DC 20044

5. Applications may also be hand delivered between 7:00 a.m. and 6:30 p.m., Monday through Friday and placed into the Employment Application Drop Box at:

U.S. Office of Personnel Management  
1900 E Street, NW  
Room 1416  
Washington, DC 20415

**Please include the position title and grade for which you are applying on the envelope.**

**CONTACT INFORMATION:**

1. If you have questions about the status of your application or Notice of Results for this position, or if you experience problems submitting your resume and college transcripts by fax, you may call **1-888-866-5164**.
2. If you experience problems with the electronic application for this position, you may contact us at:  
**usajobs\_webmaster@opm.gov**

**STATISTICIAN, GS-1530-5/7/9/11/12**  
**QUESTIONNAIRE**  
**FOR USE WITH THE**  
**HARD COPY APPLICATION (FORM C)**

On the Form C you will be asked to provide information regarding your education and experience as it relates to the work of a Statistician. In the appropriate Section on Form C, use a #2 pencil to mark your responses to the following questions.

Return the form and any additional application material requested in the vacancy announcement to our office according to the instructions provided in the vacancy announcement.

**WARNING:** Your answers will be verified against the narrative information you provide in your resume or application, information your references provide, background checks, job interviews, or any other information obtained during the application process. Any exaggeration of your experience or any attempt to conceal information can be cause for not selecting you, for firing you after you begin employment, and for barring you from applying for Federal employment. Therefore, carefully enter the information that accurately reflects your actual employment and/or educational background.

**Enter the following to complete the Qualifications and Availability Form C:**

- Section 1: Your name  
Section 2: Statistician, GS-1530-5/7/9/11/12  
Section 3: WA-2-1530  
Section 4: **OCCUPATION** - Enter "**1530 C**" and darken the appropriate oval below each box.  
Section 5: **CASE NUMBER** - Enter "**21530**" and darken the appropriate oval below each box.  
Section 6: **LOWEST GRADE** - Enter the lowest grade level at which you will accept an employment offer. Enter "**05**", "**07**", "**09**", "**11**" or "**12**" and darken the appropriate oval below each box. GS-5 is the lowest grade covered.  
Section 7: **EMPLOYMENT AVAILABILITY** - Self-explanatory (darken the appropriate oval below each box).  
Provide your answers to the following questions in part E):  
**Question 1:** Are you currently a Department of Commerce employee who has been declared surplus AND is requesting special priority selection consideration under the Department of Commerce Career Transition Assistance Program (CTAP)?  
**Y = Yes                      N = No**  
**Question 2:** Are you a displaced Federal employee who is requesting special priority selection consideration under the Interagency Career Transition Assistance Program (ICTAP)?  
**Y = Yes                      N = No**  
**NOTE:** If your answer is yes to either question 1 or 2 you must meet the CTAP or ICTAP eligibility requirements AND submit supporting proof documentation -- Certificate of Expected Separation, Reduction in Force notice, etc. Refer to the Special Selection Priority Consideration Provisions for Surplus or Displaced Federal Employees in the vacancy announcement for additional information.  
Section 8: **OCCUPATIONAL SPECIALTIES** - In block 1 of this section, enter "**001**" in the space provided (darken the appropriate oval below each box). Leave blocks 2 through 9 blank.  
Section 9: **GEOGRAPHIC AVAILABILITY (JOB LOCATIONS)** - Select from the list below where you are willing to work if selected. Darken the appropriate oval below each box  

001=Suitland, MD	008=Detroit, MI
002=Atlanta, GA	009=Jeffersonville, IN
003=Boston, MA	010=Kansas City, KS
004=Chicago, IL	011=New York, NY
005=Charlotte, NC	012=Philadelphia, PA
006=Dallas, TX	013=Los Angeles, CA
007=Denver, CO	014=Seattle, WA

  
Section 10: **FIRST NAME, MIDDLE INITIAL, AND LAST NAME** - Self-explanatory (darken the appropriate oval below each box).  
Section 11: **SOCIAL SECURITY NUMBER** - We need your Social Security Number to maintain your records. Executive Order 9397 authorizes the Office of Personnel Management to use this number in keeping

records. We may also use this number to make requests for information about you from employers, schools, banks, and others. Giving us your Social Security Number is voluntary, however, we cannot process your application without it. (Darken the appropriate oval below each box.)

Sections 12-16: **TELEPHONE NUMBER AND ADDRESS** - Self-explanatory (darken the appropriate oval below each box).

Section 17: **OCCUPATIONAL QUESTIONS -Mark only 1 response in Section 17 for each of the questions.**  
Darken the appropriate oval.

Please ensure that you can provide specific examples or documentation of your education or experience as proof that you have had this type of experience. You may be asked to provide such evidence or documentation at a later stage in the selection process. Your answers will be verified against the narrative information you provide in your resume or application, information your references provide, college transcripts, background checks, job interviews, or any other information obtained during the application process. Any exaggeration of your experience or any attempt to conceal information can be cause for not selecting you, for firing you after you begin employment, and for barring you from applying for Federal employment. Therefore, carefully enter the information that accurately reflects your actual employment and/or educational background.

**The following questions ask you to describe your educational background, your work, and other experiences in order to determine your qualifications for the grade levels to be filled.**

***You must respond to all these questions regardless of the grade level you are seeking.***

**Minimum Qualifications for a Statistician (GS-1530-5):**

1. I have **15** semester hours in statistics, or in a combination of mathematics and statistics, provided at least **6** semester hours were in statistics (courses may be credited as statistical provided the course content is at least 50% statistical methods or research methods). *With the materials you submit, you will need to include specific information on classes you will be completing within the next 9 months if you need these classes in order to qualify for this position. List the title and course number of the class, the department and college or university offering the class, the number of semester or quarter hours credit given for the class, and the date you expect to complete the class.*  
  
A = Yes  
B = Yes, within 9 months I will have this  
C = No
2. My course work included **9** additional semester hours in one or more of the following: Business, the Social Sciences, Physical Sciences or Biological Sciences. *With the materials you submit, you will need to include specific information on classes you will be completing within the next 9 months if you need these classes in order to qualify for this position. List the title and course number of the class, the department and college or university offering the class, the number of semester or quarter hours credit given for the class, and the date you expect to complete the class.*  
  
A = Yes  
B = Yes, within 9 months I will have this  
C = No
3. I have a bachelor's degree, master's degree, doctoral degree, or an equivalent degree (e.g., LL.B., J.D., LL.M., etc.).  
**OR,**  
I do not have a degree but have a combination of college education and experience totaling 4 years. I have experience and/or education performing duties such as sampling, collecting, computing and analyzing statistical data; applying known statistical techniques such as measurement of central tendency, dispersion, skewness, sampling error, and simple and multiple correlation; conducting analysis of variance; and conducting tests of significance.  
  
A = Yes  
B = Yes, within 9 months I will have my college degree



C = No

**You must answer “yes” to 1, 2 and 3 above to meet the minimum qualifications for a statistician, Series 1530. If you did not answer “yes” to all three, there is no reason to continue this application.**

**GS- 7 Qualifications:**

4. I have superior academic achievement which is defined as one (or more) of the following:
- membership in a national honor society,
  - graduating in the upper 1/3 of the class,
  - earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed,
  - earning a cumulative undergraduate GPA of at least 2.95,
  - earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed,
  - earning a cumulative undergraduate GPA of 3.45 in the major.

A = Yes

B = Yes, within 9 months I will have this

C = No

5. I have completed one year of graduate education.

A = Yes

B = Yes, within 9 months I will have this

C = No

6. I have been in a Statistician, GS-1530-5, position for at least one year.

A = Yes

B = No

7. I have had at least one year of professional work experience where my assignments and the steps to follow were defined by my supervisor or by standard operating procedures, and my work was checked closely for accuracy and adequacy. Generally, any deviation from standard procedures required prior approval of my supervisor. My assignments included work in one or more of the following areas: 1) writing procedures for clerical, automated, or computer-assisted statistical survey operations; 2) assisting in the design and development of specifications to be used in carrying out statistical surveys or studies, 3) applying or using standard statistical methods and analyses such as measures of central tendency and dispersion found in college textbooks, and assisting in developing a report on a statistical study or survey; or I have had at least one year experience collecting data for large scale statistical surveys or studies.

**OR,**

I have a combination of graduate education (less than 1 year) and work experience described for a GS-7 (less than 1 year) that totals one year.

A = Yes

B = No

**Yes to 4, 5, 6 or 7 qualifies you at the GS-7 level.**

**GS-9 Qualifications**

8. I have a master's degree, or I have completed two years of progressively higher level graduate education leading to a master's degree.

A = Yes

B = Yes, within 9 months I will have this

C = No

9. I have been in a Statistician, GS-1530-7, position for at least one year.

A = Yes  
B = No

10. I have had at least one year of professional work experience where my assignments were most often defined by my supervisor or by standard operating procedures, but I used some judgement in selecting the operational approaches and statistical methods and, when necessary, made minor changes to adapt the methods to my specific work situations. My analytical methods and results, written documents, and reports were closely reviewed for technical and analytical accuracy. My assignments included work in one or more of the following areas: 1) assisting in designing and developing specifications for data collection and data processing requirements, operating procedures, training materials, and operational schedules for statistical studies and surveys, 2) applying advanced statistical analytical tools such as regression analysis and measures of variance to socioeconomic and demographic data, and assisting in the development of professional papers or reports on such data; or I have had at least one year of experience coordinating field data collection activities for large scale statistical surveys or studies.

**OR,**

I have a combination of graduate education (more than 1 academic year but less than 2) and work experience described above for a GS-9 (less than 1 year) that totals one year. Only graduate education beyond the first year (18 semester hours or quarter hour equivalent) can be combined with experience to total one year.

A = Yes

B = No

**Yes to 8, 9, or 10 qualifies you at the GS-9 level.**

#### **GS-11 Qualifications**

11. I have a Ph.D., or I have completed three years of progressively higher level graduate education leading to a Ph.D.

A = Yes

B = Yes, within 9 months I will have this

C = No

12. I have been in a Statistician, GS-1530-9, position for at least one year.

A = Yes

B = No

13. I have had at least one year of professional work experience where my analytical approaches and results were very generally reviewed for technical and professional adequacy. My assignments required that I select and adapt standard statistical techniques from text books, handbooks, or other professional literature for a variety of problems when related precedents were available. My assignments included work in one or more of the following areas: 1) designing and developing specifications for data collection and data processing requirements, operating procedures, training materials, and operational schedules for statistical studies and surveys; 2) selecting and applying advanced statistical analysis to socioeconomic or demographic data, and developing professional papers or reports on such data; or I have had at least one year of experience supervising field data collection activities in large scale statistical surveys or studies.

**OR,**

I have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 (less than 1 year) that totals one year. Only graduate education beyond the second year (36 semester hours or quarter hour equivalent) can be combined with experience to total one year.

A = Yes

B = No

**Yes to 11, 12 or 13 qualifies you at the GS-11 level.**

#### **GS-12 Qualifications**

14. I have been in a Statistician, GS-1530-11, position for at least one year.

- A = Yes  
B = No

15. I have had at least one year of professional work experience where my work was generally reviewed only for adherence to accepted professional standards. My assignments regularly required that I develop solutions to difficult statistical or analytical problems that did not have readily available precedents, establish analytical methodology, design sampling and estimation procedures for surveys, document work results and findings, and prepare oral and written technical reports. My assignments included responsibility for one or more of the following: 1) independently leading a team to plan a statistical survey or study, 2) developing survey and data collection specifications, 3) establishing time schedules for various phases of survey operations, 4) coordinating the accomplishment and management of the various phases of the study or survey, and 5) making presentations and planning the analysis of the socioeconomic or demographic data developed by the survey or study.

- A = Yes  
B = No

**Yes to 14 or 15, qualifies you at the GS-12 level.**

In this part you will respond to questions about experiences you have had and tasks you have performed that are related to the duties of a Statistician. ***It is not expected that you will have education or experience in all of these areas.***

Answer all questions to the best of your ability. You may be asked to provide evidence or documentation that you have had this type of experience at a later stage in the selection process. Your responses are subject to verification against the narrative information you provide in your resume or application, information your references provide, college transcripts, background checks, job interviews, or any other information obtained during the application process. Any exaggeration of your experience or any attempt to conceal information can be cause for not selecting you, for firing you after you begin employment, and for barring you from applying for Federal employment. Therefore, carefully enter the information that accurately reflects your actual employment and/or educational background.

**For each of the following, choose the statement from the list below that best describes your experience and/or training in that task. Select only one statement for each knowledge area.**

- A = I have not done this.  
B = I have done this occasionally.  
C = I have done this as a regular part of my job and with little supervision.  
B = This was a very important part of my job, and I did it very frequently.

### ***Oral and Written Communication***

16. Influence, persuade or negotiate with colleagues about technical issues related to data collection surveys or statistical studies.  
17. Present at a professional conference, sociological or demographic findings based on a survey or study.  
18. Present at a professional conference, economic findings based on a survey or study.  
19. Prepare a professional paper of sociological or demographic content, based on the results of a study or survey.  
20. Prepare a professional paper of economic content, based on the results of a study or survey.

### ***Organization Skills***

21. Plan and execute projects or programs, with rigid deadlines, while accomplishing multiple project steps in a specific order and time sequence.  
22. Coordinate the design of surveys or data collection systems with others to accomplish project goals.  
23. Implement data collection procedures for censuses and surveys.

**For each of the following, choose the statement from the list below that best describes your experience**

**and/or training in that task. Select only one statement for each knowledge area.**

- A = I have no experience doing or using this.
- B = I have beginner level experience doing or using this.
- C = I have intermediate level experience doing or using this.
- D = I have advanced level experience doing or using this.

### ***Computer Skills***

- 24. Use spreadsheet software (e.g., Lotus 123, Quattro Pro, Excel, etc.).
- 25. Use word processing software (e.g., Word, WordPerfect, etc.).
- 26. Carry out statistical analysis using SAS.
- 27. Develop original programs using SAS.
- 28. Develop production software applications using the SAS Macro facility.
- 29. Apply statistical analysis applications using statistical packages (e.g., SPSS, S-Plus or STATA, etc.).
- 30. Use database programs (e.g., DBase, Access, Foxpro, Clipper, Approach, Oracle, etc.).
- 31. Use geographic information systems (e.g., Landview, ARC Info, Atlas GIS etc.).
- 32. Develop programs using programming languages (e.g., Fortran, C, C++, Visual C, PERL, etc.).
- 33. Use website language (e.g., HTML, Java, etc.).

**For each of the following, choose the statement from the list below that best describes your experience and/or training in that task. Select only one statement for each knowledge area.**

- A = I have not had professional experience in this.
- B = I have had professional-level experience in this, working under close supervision.
- C = I have had significant professional-level experience in this, it is an integral part of my job, and I usually perform this work independently, and normally without review by a supervisor or senior employee.
- D = I have had recognized professional expertise in this area, am often consulted by others for assistance, and am responsible for training other employees in this area.

### ***Economic Data Analysis***

- 34. Prepare a thesis or dissertation of economic content, based on the results of a study or survey.
- 35. Classify economic organizations using Office of Management and Budget's North American Industry Classification System.
- 36. Classify organizations using standard Federal Statistical Classification system for Federal, State, and Local Governments and Education Agencies/Institutions.
- 37. Analyze data or classified commodities using international trade classification systems, such as the Harmonized System (HS Tariff Schedule of the United States or Schedule B).
- 38. Establish and maintained reporting arrangements with large, complex economic organizations for conducting an economic census or economic survey.
- 39. Give technical direction to a clerical staff processing edit referrals and rejects for an economic census or survey.
- 40. Analyze large economic data sets (comprised of multiple sector industries) using exploratory and graphical data analysis techniques.
- 41. Assess reasonableness of individual economic reports that are outside of prescribed tolerance limits and evaluated reliability of summary statistics.
- 42. Analyze economic census or economic survey origin-to-destination transportation microdata.
- 43. Analyze and evaluated results of transportation networks producing mileage estimates by mode of transportation.
- 44. Processed economic censuses or economic surveys using administrative records from State Motor Vehicle Administration registrations.
- 45. Process economic censuses or economic surveys using administrative records from the Federal Government's Internal Revenue Service and Social Security Administration.
- 46. Process economic censuses or economic surveys using the Standard Statistical Establishment List (SSEL).
- 47. Analyze the composition and structure of large, complex multi-establishment firms using the Company Organization Survey (COS).
- 48. Analyze and correct data for economic censuses or economic surveys using Census Bureau Economic

Programs Automated Interactive Systems.

49. Analyze and evaluate industry level statistics, including the reconciliation of differences between old and new survey samples.
50. Reconcile differences between economic survey estimates and economic census data, on a microdata basis, for programs that produce official United States Government statistics.
51. Use Economic Drill Down (ECONDD32) software to select individual records and make corrections in an economic census database.

**For each of the following, choose the statement from the list below that best describes your experience and/or training in that task. Select only one statement for each knowledge area.**

- A = I have neither education nor professional experience in this.
- B = I have undergraduate-level course work that included this as a significant part of a broader course, or I have professional-level experience in this, working under close supervision.
- C = I have undergraduate-level course work that was entirely devoted to this.
- D = I have graduate-level course work that included this as part of a broader course.
- E = I have taken a graduate-level course entirely devoted to this.
- F = I have significant professional-level experience in this, working independently, and normally without the review of a supervisor or senior employee.
- G = I have recognized professional expertise in this area, am often consulted by others for assistance, and am responsible for training other employees in this area.

***Socioeconomic and Demographic Analysis***

52. Prepare a thesis or dissertation of sociological or demographic content, based on the results of a study or survey.
53. Statistical analysis of sociological or demographic characteristics of the US Population
54. Statistical analysis of economic characteristics of the US Population
55. Statistical analysis of sociological, demographic, or economic characteristics of foreign populations
56. Statistical analysis of data from administrative record systems
57. Exploratory and graphical data analysis of large demographic data sets
58. Statistical analysis of fertility patterns
59. Analysis of income and/or poverty characteristics
60. Analysis of population distribution
61. Analysis of marriage, family, or household characteristics
62. Analysis of internal migration patterns
63. Analysis of international migration patterns
64. Analysis of racial or ethnic characteristics
65. Analysis of labor force characteristics
66. Analysis of disability and health insurance
67. Analysis of housing characteristics
68. Methods of subnational population estimation
69. Methods of population projection/forecasting
70. Advanced demographic techniques (e.g., Life Table Analysis)
71. Statistical analysis of sociological or demographic data using Census Bureau based population micro data from CPS, SIPP, ACS, or PUMS
72. Statistical analysis of socioeconomic or economic data using Census Bureau based population micro data from CPS, SIPP, ACS, or PUMS
73. Statistical analysis using Census Bureau STF files

***Survey Development***

74. Design data collection instruments for surveys.
75. Design automated data collection instruments for surveys (e.g., CAPI, CATI).
76. Write edit specifications for statistical studies or surveys.

***Statistical, Mathematical, and Analytical Concepts and Tools***

77. Calculus
78. Forecasting

- 79. Linear algebra
- 80. Quantitative analysis
- 81. Regression analysis
- 82. Longitudinal modeling
- 83. Sampling theory
- 84. Time series analysis

### ***Economics***

- 85. Principles of macroeconomic theory
- 86. Principles of microeconomic theory
- 87. Intermediate or advanced macroeconomic theory
- 88. Intermediate or advanced microeconomic theory
- 89. Applied macroeconomic theory
- 90. Applied microeconomic theory
- 91. Business cycles
- 92. Comparative economic systems
- 93. Consumer economics
- 94. Econometrics
- 95. Economic policy
- 96. Economic history, thought, and philosophy
- 97. Economics of growth and development
- 98. Financial economics
- 99. Health economics
- 100. International economics
- 101. Labor economics
- 102. Managerial economics
- 103. Mathematical economics
- 104. Money and banking
- 105. Nonprofit organizations
- 106. Construction economics
- 107. Mineral economics
- 108. Public utilities and transportation economics
- 109. Regional economics
- 110. Urban economics

### ***Finance***

- 111. Principles of finance
- 112. Business finance
- 113. Corporate finance
- 114. Financial accounting
- 115. Financial institutions
- 116. International finance
- 117. Public finance

### ***Accounting***

- 118. Principles of accounting
- 119. Auditing
- 120. Intermediate accounting
- 121. Managerial accounting

### ***Management***

- 122. Principles of management
- 123. Management information systems
- 124. Operations analysis or management
- 125. Operations research

- 126. Organizational theory/behavior
- 127. Production management

### **Marketing**

- 128. Principles of marketing
- 129. Marketing channels
- 130. Marketing management or managerial marketing
- 131. Marketing research

### **Miscellaneous**

- 132. Urban studies
- 133. Demographic techniques/demographic analysis
- 134. Survey research methods
- 135. Social research
- 136. Social stratification
- 137. Sociological theory
- 138. Business policy
- 139. Business law
- 140. Criminology/criminal justice
- 141. Geography
- 142. International studies
- 143. Public administration

Section 18: **JOB PREFERENCE** - Leave Blank.

Section 19: **LANGUAGES** - Select from the list below up to 3 languages in which you are proficient.

- |  |   |
|--|---|
| 01 = Any African Language                                  | 07 = French                                   |
| 02 = Any Native American Language<br>(Aleut, Navajo, etc.) | 08 = German                                   |
| 03 = Any Classical Language                                | 09 = Russian                                  |
| 04 = Asian/Near East Languages                             | 10 = Sign Language                            |
| 05 = Asian/Far East Languages<br>(Other than Chinese)      | 11 = Spanish                                  |
| 06 = Chinese   | 12 = Other European<br>Languages              |
|  | 13 = Other Languages<br>( Other than English) |

Section 20: **DATE BLOCK** -Leave Blank.

Section 21: **OTHER INFORMATION** -This section will be used to collect additional information about your education.  
Enter the three digit codes which best describe you.

**For the first code, select one from the following to indicate your academic major in your undergraduate studies.**

- |                               |                             |
|-------------------------------|-----------------------------|
| 001 = Accounting              | 009 = Marketing             |
| 002 = Business Administration | 010 = Mathematics           |
| 003 = Demography              | 011 = Operations Research   |
| 004 = Economics               | 012 = Public Administration |
| 005 = Finance                 | 013 = Sociology             |
| 006 = Geography               | 014 = Statistics            |
| 007 = International Studies   | 015 = Other                 |
| 008 = Management Science      |                             |

**For the second code, select one from the following that most clearly and accurately describes the greatest number of semester hours you have completed in a combination of economics, business administration, finance, accounting, marketing, and management science courses.**

- |  |  |
|--|--|
| 016 = I have completed 14 semester hours or less.  | 020 = I have completed at least 45 semester hours. |
| 017 = I have completed at least 15 semester hours. | 021 = I have completed at least 60 semester hours. |



018 = I have completed at least 30 semester hours. 022 = I have completed at least 75 semester hours.  
019 = I have completed at least 36 semester hours.

**For the third code, select one from the following to indicate your academic major in your graduate studies.**

023 = Demography	027 = Sociology
024 = Economics	028 = Statistics
025 = Geography	029 = Other
026 = Mathematics	

Section 22: **SPECIAL KNOWLEDGE** - Leave Blank.

Section 23: **VETERAN PREFERENCE CLAIM** -Enter your veteran preference claim. Not all veterans of the U.S. Armed Forces are entitled to veterans' preference. If you are not sure that you are entitled to veterans' preference, you may call USAJOBS by Phone at 1-202-606-2700. When the system answers press 1 to begin, then pause briefly and enter 231 to receive detailed information about veterans' preference. See the vacancy announcement for the forms you must submit for veterans' preference claim verification.

Section 24: **BACKGROUND INFORMATION - YOU MUST COMPLETE THIS SECTION.** You must answer only question 1. You may answer questions 2 through 4 if you desire.

Section 25: **DATES OF ACTIVE DUTY - MILITARY SERVICE** - Self-explanatory.

Section 26: **SIGNATURE/DATE** - Please read the statement, then sign and date your application.